ADMINISTRATIVE - INTERNAL USE ONLY

DDI-2941-72

Executive Registry
72-5703

31 October 1972

MEMORANDUM FOR: [   ]
Special Assistant for Information
Control

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THROUGH: [   ]
Chief, Executive Staff, O/DDI

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SUBJECT: Draft Notice and Regulations on
E.O. 11652

1. We have looked over the E.O. 11652 drafts
as you requested. Generally speaking they appear
to us to be in good order. There is a certain
schizophrenic quality about them emphasizing the
need both to protect information from disclosure
and to insure that information is available to
the public, but this arises from the situation and
there is nothing that can be done about it pending
hopefully one day a determination by the White House
that foreign intelligence should be exempted from
E.O. 11652.

2. With regard to the support to be provided
to the CIA Information Review Committee by the
Director, CRS, (HN attachment, page 4) I strongly
urge that paragraph b.(c) use the same language
as that used on page 21, paragraph E. in the
13 June 1972 [   ] which has been approved
by the ICRC, i.e., "if feasible, the data index
system shall include the following data for each
item indexed." The fact is that the data index
system as presently planned will not include items
(1) identity of classifier, (8) original or other
known addressee, or (10) file designation. This
information will be obtained from the document
itself or the originating office. Inclusion in
our present index is not feasible.

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     3. The draft [   ] on page 6, e.(10) contains the sentence that "whenever feasible, documents ... differing in their overall security classification category should not be filed or stored in the same container or otherwise physically connected." This sentence is not entirely realistic as it applies to present and intended practice. Documents of differing security classification category are filed together more often than not. Secret and Confidential documents are almost universally filed together. To separate them would be costly, inefficient, and add little to their protection. CRS has some [   ] biographic and installation hard copy dossiers which contain Confidential and Secret, collateral and codeword documents. The dossiers also contain Top Secret codeword, but not Top Secret collateral documents which are in fact filed separately. Codeword and collateral but not security classification category are kept separate within the dossiers. CRS document collections--hard copy, microfilm, and digital--are stored separately in collateral, Top Secret collateral, and codeword libraries.

     4. Draft [   ] paragraph q. <u>Procedure to Downgrade or Declassify</u>, page 14, states that the notice of downgrading or declassification shall be sent to all addressees to whom the information or material was originally officially transmitted, and that these addressees shall notify all other known recipients. At the present time this is a time-consuming but infrequent requirement in CRS. If downgrading or declassification become frequent, it will impose a serious problem. Under such circumstances notification will have to be limited to Records Center, the CRS document libraries and AEGIS. In line 11, we recommend omitting "for indexing purposes" and restating: "It is particularly important that the Central Reference Service be notified in order that document files and index records can be modified."

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        5. While paragraph d. <u>Security Handling</u>,
page 6 of the draft HHB probably applies more
to the DDP than the DDI, it is our reaction that
it should not be included in an unclassified handbook.
It does not tell anyone anything they do not already
know and could easily be interpreted within and
without the Agency as an attempt to withhold non-
national security information from the public.

        6. Draft [   ] last sentence, pages
18 and 19, should probably end with a cautionary
note, "so long as they do not associate field
recipients with CIA." Draft [   ], (4), page 2
also deals with this problem and may be sufficient;
however, this paragraph could be more clearly written.

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                Director, Central Reference Service